

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** POLICE SERGEANT

**General Function:**

For assigned shift, assigns, supervises and performs law enforcement work as necessary to maintain public peace and order, to protect life and property, and to prevent crime. Federal, State, and local laws and ordinances are enforced while performing supervisory, administrative, patrol, and investigative activities. Plans and supervises assigned special projects, programs, or specific special functions such as purchasing, record keeping, scheduling, training, reserve liaison, public relations, crime prevention, and general support services.

**Duties and Responsibilities:**

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Supervises daily: patrol, investigative and administrative activities.
4. Performs routine police officer duties and responsibilities such as routine patrol, report writing, investigations, responding to public inquiries, appearing in court as a witness, and performing minor first aid at scenes of accidents.
5. Assigns, reviews, and evaluates the work performance of police officers for compliance with established departmental policies and procedures. Also reviews work performance of personnel on assigned shift.
6. Receives written reports prepared by police officers and reviews for content, accuracy and completeness.
7. Notifies Chief of Police, or their designee concerning performance, transfer, hiring, demotion, reward, and discipline of assigned personnel. May be required to administer personnel action and provide written documentation supporting recommendation of disciplinary actions.

8. Interviews complainants, interrogates suspects, procures evidence, and prepares reports on investigations.
9. Directs briefing and planning activities of a patrol shift; reviews and determines assignments, and makes recommendations concerning departmental policies and activities.
10. Plans, supervises, and may perform specific tasks and special projects, programs, or functions in one or more of the following areas of responsibility: purchasing, record keeping, scheduling, training, reserve liaison, public relations, crime prevention, and general support and administrative services.
11. May be required to speak before community, civic, and other groups.
12. Maintains good working relationships with other City staff. On matters involving inter-jurisdictional investigations, maintains good working relationships with other law enforcement agencies.
13. May be required to act in the capacity of the Chief of Police in his absence.

SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

1) Job Preparation:

a) Education:

- i) Requires graduation from high school or the equivalent GED Certificate. College credits in Law Enforcement, General Psychology, Sociology or a related field preferred. Must obtain AA or AS degree within two (2) years of appointment. Training in supervisory practices or equivalent on the job experience. Three (3) years of law enforcement experience in patrol and investigations. The combination of experience and training which ensures the ability to perform the work may be substituted for education/training requirements and is subject to determination by hiring authority.
- ii) Requires DPSST Intermediate certificate. Must successfully complete the DPSST supervisory training course within the one (1) year probationary period. Must maintain certifications relevant to the position. Must possess and maintain a

valid Oregon driver's license at the time of appointment and have a good driving record.

b) Training:

- i) Specialized skills and abilities to perform job include skill in intoxilyzer and radar operation, firearms proficiency, and safe motor vehicle operation in emergency situations, e.g. high speeds; ability to type and use word-processing; ability to communicate effectively and clearly in written and verbal form, providing comprehensive and objective reports and instructing and counseling subordinates in new and current methods of operation and procedures; and ability to understand complex oral and written instructions and act upon them accordingly.
- ii) Requires sufficient physical strength and agility to perform the work of this classification.

2) Supervision:

Received: Work is performed highly independently with guidance received from the Police Chief or other superior officer for assigned tasks. Work is reviewed for conformance with laws and departmental rules and regulations as well as results obtained.

Exercised: Supervises the daily activities of subordinates on assigned shift as well as those subordinates involved in emergency operations. Has responsibility for assignment of work, counseling, and performance appraisal. Must receive higher approval for decisions relating to training and discipline. Makes effective recommendations on hiring, pay adjustment, and termination decisions. May be required to administer personnel actions and provide written documentation supporting recommendations for disciplinary actions.

3) Communication:

Must maintain effective relationships with other police and enforcement agencies, private security firms, district and city attorney's offices, children's services, county courts, county and state parole and probation officers, schools and criminals. The number of contacts varies from time to time depending on the work and may range from routine to complex exchanges of information or mutual investigations. May be assigned to provide information to the media.

Contact with other City departments on a frequent basis is largely with municipal court; on a less frequent basis with public works, mainly the street crew regarding

traffic problems and vehicle maintenance crew for vehicular problems; parks department as relates to special events such as fairs, and use of recreational facilities during the summer, and fire personnel in first aid situations.

Contact with the City's residents is frequent providing assistance, taking reports and issuing warnings, citations, arrests, etc. Often contact is of an enforcement nature with the general public, not just West Linn residents. Positive contacts of an infrequent nature might include presentations to civic, citizen, and other groups regarding crime prevention or other activities of the police.

Sensitive information is communicated both in the taking of reports and in the investigation of alleged criminal activity.

4) Cognitive Functions:

Work is governed extensively by written departmental rules and regulations, procedures, City ordinances, federal, state, and county laws.

For assigned area of responsibility or special projects and programs, has responsibility to develop and coordinate implementation of a variety of policies, procedures, programs, systems, methodologies, etc. with approval of the Chief of Police.

Errors that could be made in the normal course of work may result in civil or criminal suit against the sergeant and/or the City, or injury to or death of the sergeant, other officers or civilians.

There is precedent available on which to base decisions made in most incidents. With the variety of situations encountered, the sergeant is responsible for judging each situation and acting accordingly or direct a subordinate to act accordingly in a relatively short period of time.

Changes in laws and court decisions require the sergeant to revise and modify existing methods and approaches to remain in compliance.

The sergeant has discretionary decision-making power on a regular basis regarding enforcement decisions e.g., arrest or not arrest, issue a verbal warning or a citation, least likely, shoot or not shoot.

Other decisions which often must be made include the assignment of personnel on a sergeant's shift.

5) Working Conditions:

Employees in this position drive and work in all types of weather and traffic conditions.

Sergeants are exposed to a variety of physical risks on a frequent and unpredictable basis, which could result in personal injury, death, or property damage. Such exposures include but are not limited to exposure to threats against self and family members, verbal and physical assaults, communicable diseases, and mental or physical illnesses. Dangers are caused by contact with violent and ill people in unpredictable situations.

Rotating shifts, working weekends and holidays, is expected and occurs as a normal course of duty. Changes in shifts may occur with limited notice. Overtime, split days off and shifts, and double back shifts may occur on an unexpected but regular basis. Call back for court duty on a regular day off is to be expected as well as telephone calls for advice from officers on unattended shifts.

6) Resource Accountability:

Sergeants are held accountable for the vehicles they drive and the equipment provided therein.

Though Sergeants make reports and maintain notebooks with sensitive information, they are not normally responsible for the maintenance of these records. Those sergeants with special projects, programs, or tasks may maintain such files as are necessary for documentation such as training and payroll records.

***The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

